



ANNAMALAI UNIVERSITY

GUIDELINES FOR VALUE ADDED COURSES

2020-21

The ever-changing global scenario makes the world more competitive and requires high levels of lateral thinking and the spirit of entrepreneurship to cope up with the emerging challenges. Many a times, the defined skill sets that are being imparted to students today with Programme Specific Objectives in educational institutions become redundant sooner than later due to rapid technological advancements. No university curriculum can adequately cover all areas of importance or relevance. It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes.

Annamalai University offers a wide variety of Value Added Courses which are conducted after class hours. These courses are conducted by experts and help students stand apart from the rest in the job market by adding further value to their resume. They are mostly independent to each type of the fields.

1. Objectives

The main objectives of the Value Added Course are:

- ❖ To provide students an understanding of the expectations of industry.
- ❖ To improve employability skills of students.
- ❖ To bridge the skill gaps and make students industry ready.
- ❖ To provide an opportunity to students to develop inter-disciplinary skills.
- ❖ To mould students as job providers rather than job seekers.

2. Course Designing

The department interested in designing a Value Added Course should undertake Training Need Analysis, discuss with the generic employers, alumni and industrial experts to identify the gaps and emerging trends before designing the syllabus. According to the content and target group, the

appropriate pedagogical methods should be adopted in the curriculum. Any new Value Added Course developed by a Department should be placed before the Board of Studies and Faculty (Standing Committee) and approved by the Academic Council. The course offered should not be the same as any course listed in the curriculum of the respective programme/ or any other programme offered in University Departments. A unique nine digit course code is to be given for each course. The nine digit XXXXVACXX code, where the first letter represents the Faculty (code given by IQAC), the next three letters represents the Department offering the course (code given by IQAC), the next three letters shall be the identifier i.e., VAC (Value Added Course) and the last two digits represents the serial number of value added course developed and introduced by the concerned department. The detail of codes given is shown in [Annexure I](#).

3. Guidelines for conducting value added courses

Value Added Course is not mandatory to qualify for any programme and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree.

It is a teacher assisted learning course open to all students without any additional fee. However, students shall pay the prescribed examination fee and register along with other courses in that particular semester.

- ✓ Classes for a VAC are conducted during the **RESERVED** Time Slot in a week or beyond the regular class hours
- ✓ The value added courses may be also conducted during weekends / vacation period.
- ✓ A student will be permitted to register only one Value Added Course in a Semester.
- ✓ No student will be encouraged to opt for the VAC offered by his/her parent Department/Faculty.
- ✓ Industry experts / eminent academicians from other Institutes are eligible to offer the value added course.
- ✓ The course can be offered only if there are at least 5 students opting for it.

- ✓ The students may be allowed to take value added courses offered by other departments after obtaining permission from Head of the Department offering the course.

4. Duration

The duration of value added course is 30 hours with a combination 18 hours (60%) of theory and 12 hours (40%) of practical. However, the combination of theory and practical shall be decided by the course teacher with the approval of the Head of the Department.

5. Procedure for registration

The list of Value Added Courses shall be displayed in the University Website along with the syllabus. A student shall register for a Value Added Course offered during the semester by submitting the duly filled in registration form ([Annexure II](#)) through the concerned Head of the Department.

The Head of the Department shall segregate according to the choice opted and send it to the Dean Office for onward transmission to the Dean of the Faculty offering the particular VAC with a copy to the Director of Academic Affairs.

6. Venue

The Dean of the respective Faculty shall provide class room/s based on the number of students/batches. Except the Faculty of Marine Sciences, VAC shall be conducted in the respective Faculty itself. The Dean, Faculty of Marine Sciences shall identify class rooms in the Main Campus in consultation with the Deans of Cluster I and III.

Cluster	Venue
Cluster I: Students opting for VAC offered by Faculty of Arts/ Science/Indian Languages / Education /Fine Arts/ Medicine.	The Department or Faculty offering the Value Added Course that shall be communicated by the course teacher.

Cluster	Venue
Cluster II: Students opting for VAC offered by Faculty of Marine Sciences.	Identified Class room in the Main Campus that shall be communicated by the course teacher.
Cluster III: Students opting for VAC offered by Faculty of Engineering and Technology and Agriculture.	The Department or Faculty offering the Value Added Course that shall be communicated by the course teacher.

7. Time Slot*

Considering the nature of the course and to enable cross faculty or inter-disciplinary learning, a fixed slot of two hours is reserved for Value Added Courses during Odd and Even Semesters as follows.

Cluster I: 2.00-3.00 p.m. On **Monday, Wednesday and Friday**

Cluster II: 2.00-5.00 p.m. On **Thursday**

Cluster III: 2.30-3.30 p.m. On **Monday, Wednesday and Friday**

* shall be decided and communicated before the start of the course in mutual consultation with the Deans of Faculties.

8. Attendance

Each faculty handling a course shall be responsible for the maintenance of *Attendance and Assessment Record* for candidates who have registered for the course.

- The Record shall contain details of the students' attendance, marks obtained in the Continuous Internal Assessment (CIA) Tests, Assignments and Seminars. In addition, the Record shall also contain the organisation of lesson plan of the Course Instructor.
- The record shall be submitted to the Head of the Department once a month for monitoring the attendance and syllabus coverage.
- At the end of the semester, the record shall be duly signed by the Course Instructor and the Head of the Department and placed in safe custody for any future verification.

- The Course Instructor shall intimate to the Head of the Department at least seven calendar days before the last instruction day in the semester about the attendance particulars of all students.
- Each student shall have a minimum of 75% attendance in all the courses of the particular semester failing which he or she will not be permitted to write the End-Semester Examination.
- Relaxation of attendance requirement up to 10% may be granted for valid reasons such as illness, representing the University in extracurricular activities and participation in NCC / NSS / YRC / RRC.

9.0 Evaluation

The value added course shall carry 100 marks with 25% Continuous Assessment and 75% End Semester assessment.

9.1 Continuous Internal Assessment (CIA)

The CIA shall be a combination of a variety of tools such as class test, assignment, seminars, and viva-voce that would be suitable to the course.

The internal assessment shall be done based on the performance in the two Continuous Internal Assessment Tests, Seminar and Assignment. The break-up of marks shall be as follows:

	Marks
Test-I & Test-II	15
Seminar	5
Assignment	5
Total	25

9.2 Continuous Internal Assessment Tests

- ❖ Two Assessment Tests shall be conducted preferably one in the middle and the other at the end of the course by the Department concerned.
- ❖ CIA Test-I will cover the syllabus of the first two units while CIA Test-II will cover the last three units.
- ❖ The duration of assessment is one hour each.

- ❖ The pattern of question paper will be decided by the respective faculty.
- ❖ For the CIA Tests, the assessment will be done by the Course Teacher.
- ❖ A student cannot repeat the CIA Test-I and CIA Test-II. However, if for any valid reason the student could not attend the test, the prerogative of arranging a special test lies with the teacher in consultation with the Head of the Department.

9.3 End Semester Examinations

- ✓ The End Semester Examinations for the ODD semester will normally be conducted in November and for the EVEN semester in May.
- ✓ A candidate who does not pass the examination shall be permitted to reappear in such course(s) that will be held in the subsequent semester/year.
- ✓ The End Semester Examination will be of three hours duration and will cover the entire syllabus of the course.
- ✓ The Question Papers will be framed to test different levels of learning based on Bloom's taxonomy viz. Knowledge, Comprehension, Application, Analysis, Synthesis and Evaluation/Creativity.

10. Assessment of Value-added Courses

- ❖ Assessment of VACs shall be internal.
- ❖ Two CIA Tests shall be conducted during the semester by the Department(s) offering VAC and evaluated by the course teacher.
- ❖ The End Semester Examination shall be valued by the internal examiner appointed by the Controller of Examination on the recommendation of the Head of the Department.

11. Passing Requirement and Grading

The passing requirement for value added courses shall be 50% of the marks prescribed for the course. While a minimum of 40% marks in End Semester Examination is essential, and there is no passing minimum for CIA Tests.

A student is declared to have passed the course if he/she secures not less than 40% marks in the End Semester Examination and not less than

50% marks in aggregate taking CIA and End Semester Examination marks together.

A candidate who has not secured a minimum of 50% of marks in a course (CIA + End Semester) shall reappear for the course in the next semester/year.

The grades obtained in VACs will not be included for calculating the GPA.

The percentage of marks obtained by a candidate in a course will be indicated in a letter grade.

Evaluation of the performance of the student will be rated as shown in the Table.

Letter Grade	Marks %
S	90 and above
A	80-89
B	70-79
C	60-69
D	55-59
E	50-54
RA	Less than 50
W	Withdrawn from the examination

If the course is offered during any semester, it will appear in that semester's mark sheet. However, if the course is offered in summer / winter vacations, the course will be included in the grade sheet of the subsequent semester

The grades Obtained shall figure in the Mark sheet under the title 'Value Added Courses'. The other grades RA, will not figure in the mark

sheet. The credits earned through value added courses shall not be considered for calculating GPA and CGPA.

12.Awarding Certificate

Learners can get a certificate after they have registered for, written the exam and successfully passed. The students who have successfully completed the Value Added Course shall be issued with a Certificate ([Annexure III](#)) duly signed by the Authorized signatories along with the semester mark sheet.

Apart from the VAC specific guide lines, the general regulations like end semester question paper pattern prescribed for any other course in a programme shall be followed.